



Houston Fire Department - Firefighter Trainee Recruiting Applicant Processing Procedure

(see www.houstonfire.org for more information)

Ph: 713-495-4266 Address: 500 Jefferson, 15th Floor, 77002.

- ☐ **MINIMUM QUALIFICATIONS?**
 - ☐ Between 19 and 36 years of age before taking the Oath of Office.
 - ☐ Ability to drive, with a driving record in good standing, with two or less moving violations within the last 36 months and no misdemeanor A or felony convictions.
 - ☐ Satisfactorily completed high school and completed 60 post-secondary hours (with a "C" grade or better in each course/class completed) from an accredited college or university, or at least two years of full time active military service with honorable discharge.
 - ☐ A United States citizen or permanent resident alien.
 - ☐ Good employment history without unexplained gaps .
 - ☐ Reasonable fluency and comprehension of the English language .
 - ☐ Ability to pass a professional background investigation.
- ☐ **CIVIL SERVICE EXAM –**
 - ☐ NEXT EXAM – (call 713-495-4266)
 - ☐ READ EXAM LETTER (GOTO <http://www.ci.houston.tx.us/hfd/forms/cseletter.doc>)
 - ☐ EXAM APPLICATION (GOTO <http://www.ci.houston.tx.us/hfd/recruiting/civilserviceexamfireapp.doc>)
 - ☐ EXAM RESULTS – CONTACT RECRUITING DIVISION AT 713-495-4266
- ☐ **PRE-SCREEN-**
 - ☐ You will receive a letter from a recruiter to schedule an orientation.
 - ☐ You will receive an application/questionnaire and instructions on the hiring process.
- ☐ **REQUIRED DOCUMENTS *Will need to present original documents with copies.**
 - ☐ Three copies of your drivers license.
 - ☐ Two copies of your social security card.
 - ☐ Three copies of your birth certificate.
 - ☐ Two photos – Passport photos.
 - ☐ Two copies of your (DD214 Member 4) if you have served in the military .
 - ☐ Official Transcripts from each and all colleges/universities ever attended.
 - ☐ Certificates of Disposition on all driving violations and criminal violations.
 - ☐ CPR Card – American Heart Association – **Health Care Provider** or American Red Cross-**Professional Rescuer**.
- ☐ **IMMUNIZATIONS** - The applicant shall provide the following prior to receiving a job offer for employment:
 - ☐ **Hepatitis B series** - Proof of the first two injections in the series shall be required. *If the applicant has received the complete series (three injections), they shall provide a copy of the lab report from an accredited lab confirming Hepatitis B quantitative blood titer greater than 10 miu/ml. *If the applicant has tested positive for Hepatitis, they shall provide current documentation (Hepatitis Panel) of present status within the last six months.
 - ☐ **Tetanus/Diphtheria** - Proof of vaccination required with the last five years.
 - ☐ **TB Skin test (PPD)** documented within the last 6 months. *If a prior positive test, documentation of a negative chest X-ray within the last six months shall be provided.
 - ☐ **Measles, Mumps, Rubella** - Proof of vaccination required.
 - ☐ **Chickenpox, Herpes Zoster (Varicella-Shingles)** If the applicant has had chickenpox, a verbal communication will be acceptable, if not Proof of vaccination is required.
- ☐ **FINGER PRINTS/CRIMINAL BACKGROUND** - Finger Prints will be arranged by HFD-Recruiting. Criminal background check with local, state, and national law enforcement agencies.
- ☐ **QUESTIONNAIRE REVIEW** - A questionnaire review shall be conducted with each applicant to review, amplify, and verify all information and data provided on the application and questionnaire. All documentation provided shall be reviewed for consistency, accuracy, and authenticity.
- ☐ **PHYSICAL ABILITY TEST** - The Houston Fire Department uses a job-related physical ability test designed to test determine if an applicant has the strength and endurance needed to perform the job duties of a Firefighter.
- ☐ **POLYGRAPH EXAMINATION** - Each applicant shall satisfactorily pass without deception a polygraph examination with a maximum of three charts.
- ☐ **BACKGROUND INVESTIGATION** - A background investigation shall be completed on each applicant verifying the following reported and unreported information: Military history, Employment history and references, Residence history and references, Information in the background investigation file folder, Acquisition of additional written or verbal data or information, Personal interviews with friends, neighbors, landlords, etc., Educational confirmation and verification, Driving record and review, Follow-up with personal and character references.
- ☐ **CONDITIONAL JOB OFFER** - An applicant that is selected will receive a conditional job offer pending results from the medical exam and drug test.
- ☐ **MEDICAL EXAM/DRUG TEST** - Once a conditional job offer is made, the applicant must pass a physical/medical examination and drug test before any appointment may be made to a position as a Firefighter Trainee.